

Safeguarding Policy

What this policy covers

Computer Talk is committed to protecting children against all forms of abuse. Employees have a responsibility towards children to ensure that they are protected from abuse.

This policy sets out Computer Talk's obligation on handling recruitment into job roles that involve working with vulnerable people and on monitoring and reporting information about employees received during the course of their employment in those roles.

It also sets out employees' responsibilities for reporting abuse to any children and the procedure for doing so.

Employee entitlements and responsibilities

What is "abuse"?

Abuse is a violation of an individual's human or civil rights by another person and may consist of a single act or multiple acts. As well as physical and psychological abuse, acts of neglect or an omission to act may amount to abuse. Abuse may also occur when a child or vulnerable adult is persuaded to enter into a financial or sexual transaction to which he or she has not consented or cannot consent.

Recruitment

Computer Talk will make it clear when advertising jobs whether the work will involve "regulated activity" as defined by the Safeguarding Vulnerable Groups Act 2006.

Before an applicant can be employed in a regulated activity, Computer Talk will require employees to provide a satisfactory Enhanced Disclosure with a barred list check from the Disclosure and Barring Service to confirm your suitability to carry out regulated activity.

Work that becomes a regulated activity

If employees' work becomes either a regulated activity or where employees' are asked to perform work that is a regulated activity, Computer Talk will require employees' to provide a satisfactory Enhanced Disclosure with a barred list check from the Disclosure and Barring Service to confirm employees' suitability to carry out regulated activity.

If employees' refuse to undertake this check, or employees' appear on the barred list, Computer Talk will investigate whether they can continue to be employed in activities that are not regulated activities, but Computer Talk reserve the right to dismiss the employee.

If an employee is added to a bar list during the course of their employment

If an employee is added to a barred list during their current employment, Computer Talk will be legally obliged not to allow them to continue to engage in regulated activity. This may mean that Computer Talk cannot continue to employ them.

If Computer Talk receives notification that an employee has been barred, Computer Talk will investigate whether they can continue to be employed in activities that are not regulated activities, but in these circumstances Computer Talk reserves the right to dismiss the employee without notice.

Computer Talk's duty to refer information

By law, Computer Talk has a duty to refer certain information to the Disclosure and Barring Service. This includes:

- If Computer Talk had dismissed an individual because he or she has harmed, or may harm, a vulnerable adult or child
- If an individual has resigned from employment with Computer Talk in circumstances where there is a suspicion that he or she has harmed, or may harm, a vulnerable adult or child (this will apply where an allegation has been made and the employee resigns before Computer Talk can take disciplinary action)

- If Computer Talk has suspended an individual and has reason to think the employee has engaged in “relevant conduct” or has harmed, or may harm, a vulnerable adult or child, or has received a caution or a conviction for a relevant offence.

Procedure

Employees must remain vigilant at all times of the risk to children of abusive behaviour from different sources including members of their family, other children and employees.

If an employee believes that any children have been subjected to abuse, they should refer the circumstances to their manager (or another manager if appropriate) for full investigation.

If the alleged perpetrator of abuse is another employee, the circumstances will be investigated fully under Computer Talk’s Disciplinary Procedure.

If necessary, Computer Talk will refer details of the circumstance to the Disclosure and Barring Service.

If, following full investigation of the circumstances, Computer Talk determines that the perpetrator should be dismissed, the perpetrator’s details will be referred to the Disclosure and Barring Service.

Why Safeguard?

At Computer Talk we believe that all children have the right to be kept safe. In accordance with our Safeguarding Policy, we ensure that all of our employees must provide a satisfactory Enhanced Disclosure with a barred list check from the Disclosure and Barring Service.

For more information on our Safeguarding Policy, please call 020 8595 7744.